

Headquarters U.S. Air Force

Integrity - Service - Excellence

International Armaments Cooperation Action Officer Training Program



U.S. AIR FORCE

**John M. Lucacos
Political Military Affairs
Specialist**

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Training Overview

- **Focuses on job proficiency training for “newcomers” or “incumbents”**
- **Increases organizational efficiency and effectiveness**
- **Grouped into logical phases**
 - Level I - Entry-level**
 - Level II - Journeyman**
 - Level III - Advanced**
 - Office/Administrative Requirements**
 - Recurring Annual**
 - Specialty Courses**
 - Personal Development**
- **Consists of Internal/External/Distance Learning Training**

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LEVEL I

- **Organization & Structure**
 - **IAPQ Web-based Training Module**
 - **IAPD AO Disclosure Orientation**
 - **DISAM Online Course**
 - **IAC Online, Part 1 (DAU)**
 - **IAC Online, Part 2 (DAU)**
 - **IAC Online, Part 3 (DAU)**
 - **IEP Online (DAU)**
 - **IA Data Base (IADB) Training**
 - **Country Desk Officer Orientation 1**
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- **SSOI Development**
- **MOU/PA Development**
- **PMT 202 (MPMC) (DAU)**
- **PMT 203 (ISTT/CC) (DAU)**

On The Job (OJT Training)

- **Six Months Experience**
- **Staffed Two Agreements**
- **Participated in One ICAT**
- **Level 1 Certified by Management**

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- **International Agreement**



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LEVEL II

- **ACQ 101**
- **International Agreement (IA) Generator**
- **Principles of Negotiation**
- **Data/Information Exchange Annex's (DEA/IEA's)**
- **Loan Agreements**
- **Country Desk Officer Orientation 2**
- **PMT 304 Course (AIMW) (DAU)**

On The Job (OJT) Training

- **One Year Experience**
- **Developed Two Agreements**
- **Participated in One Negotiation**
- **Level 2 Certified by Management**



LEVEL III

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- **DISAM-CO Course**
- **Intermediate Leadership Skills Course**
- **Team Leadership Workshops**
- **Advanced Negotiations Training**

On The Job (OJT) Training

- **Three Years Experience**
- **Led Face-to-Face Negotiations**
- **Experience in PA's/MOU's/DEA's/Loans**
- **Level 3 Certified by Management**

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Office/Administrative Requirements

- **Office Policy Procedures**
- **FAST Orientation**
- **SAF/IA Orientation**
- **HQ USAF Orientation**
- **IAPQ Security Orientation**
- **E-Staffing Orientation**
- **Prevention of Sexual Harassment (POSH) Training**
- **AF Diversity & EO Policy Training**
- **CASMIS**
- **HAF DoD Homosexual Policy Training**



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Recurring Annual

- **CBRN Awareness Training**
- **DoD Anti-Terrorism Training, Level 1**
- **Financial Disclosure Reporting (06/GS-15)**
- **Information Assurance Training**
- **Law of Armed Conflict (Military)**

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Specialty Courses

- **PEM/AO Orientation Course**
- **Civilian Personnel Management Course**
- **Military Personnel Management Course**
- **Resource Management**
- **ABIDES 101 Course**
- **IDECS Course**
- **President's Budget Training Course**
- **Commander's Resource Integration System (CRIS)**

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Personal Development

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- **USAF Writing Course**
- **IDEA Atlantic Conference (DAU)**
- **IDEA Pacific Conference (DAU)**
- **ACQ 201**
- **ACSC**
- **AWC**

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Additional Information

SAF/IAPQ Training Manager

Mr. John M. Lucacos

(703) 588-8908, DSN

425-8908,

Email:

john.lucacos@pentagon.af.mil

SAF/IAPQ Training Monitor

Mr. John Andreadakis

(703) 588-

8976, DSN 425-8976

Email:

john.andreadakis@pentagon.af.mil

**Navigate to <http://www.safia.hq.af.mil>, click
on IAP (Policy), Armament Cooperation, then**
